



# FREDERICK COUNTY SHERIFF'S OFFICE

## Corrections Bureau



## 2014 Annual Report

Sheriff Charles A Jenkins  
Frederick County, MD

Lt. Colonel William V. DeLauter  
Corrections Bureau Chief



# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

### **Table of Contents**

<b>Vision Statements .....</b>	<b>2</b>
<b>From the Sheriff .....</b>	<b>3</b>
<b>Organizational Chart.....</b>	<b>4</b>
<b>Command Staff .....</b>	<b>5</b>
<b>Administrative Division .....</b>	<b>6</b>
<b>Security Division .....</b>	<b>8</b>
<b>Community Services Division .....</b>	<b>10</b>
<b>Inmate Services Division .....</b>	<b>12</b>
<b>Staff Recognition .....</b>	<b>14</b>
<b>Physical Plant .....</b>	<b>16</b>
<b>Statistics .....</b>	<b>17</b>
<b>Facility Audits and Inspections .....</b>	<b>26</b>
<b>Directory .....</b>	<b>27</b>

# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

### Vision Statements

#### Frederick County Sheriff's Office – Vision Statement

The Frederick County Sheriff's Office is committed to providing services that are fair, impartial and effective while holding employees to the highest standards of efficiency, morality and professionalism. The Sheriff's Office is comprised of skilled dedicated professionals, striving to be proactive, rather than reactive where possible. We are responsible and accountable to each other as well as the public we serve. We believe in God, ourselves, our country, state and county. We believe in the concept of continuous improvement in all our endeavors, always striving to be the best we can be.

#### Corrections Bureau – Vision Statement

The Corrections Bureau's VISION is to; strive to be proactive not reactive in every aspect of operation, empowering all staff to perform to their highest expectation, enable decision and duty flexibility within established policy and procedure, being responsible and accountable to each other and our shared duty and vision. With these objectives our organization will become an efficient agent of change for staff, offenders and the public we serve; never forsaking the element of evaluation to assure we are always the best we can be.

#### Purpose of a VISION

A VISION identifies what the organization stands for and where the organization intends to go. It is a simple inspirational focusing statement that helps all the organization's employees identify with a cause greater than themselves. A VISION helps everyone in the organization see clearly where it is they are working so hard to go. A VISION helps us see why and how our work is important. Having a common VISION creates great unity and a sense of commitment. Victor Frankel (1985) wrote about his observations in a Nazi concentration camp during World War II; he realized that those who survived in the most dreadful of conditions were those who had a VISION, a picture of what they were supposed to do in life, a purpose of being. All of us strive to have a purpose in the various areas of our lives; therefore, if we are committed to a purpose, to something greater than ourselves, we are much more likely to be motivated, energized, creative and loyal. Sometimes direction in travel eludes us, but with the map of a VISION, the direction is clear.

# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report


### From the Sheriff

It is an honor as your Sheriff for Frederick County, to present the 2014 Annual Report for the Frederick County Sheriff's Office Corrections Bureau. This annual report highlights the advancements within the adult detention center and achievements of correctional staff as the agency moves forward into 2015. The primary mission of the facility and staff is the safety, security, and care of inmates within the facility, with corrections and detention being a vital piece of the criminal justice system. The detention center is a difficult and challenging work environment for our officers to work on a daily basis, as they deal with and manage individuals incarcerated for a multitude of criminal acts. One additional complexity within the corrections environment is the wide range of psychological, emotional, and substance abuse issues suffered by a large percentage of the inmate population.



The Frederick County Adult Detention Center is recognized as a model detention facility throughout the state and region. The facility is routinely audited for compliance with both state and federal correctional standards and routinely exceeds those standards, as well as exceeding all correctional training standards. We continue to improve the efficiency and safety of our daily operations through the implementation of new technologies. These technologies include enhanced video surveillance within the facility, electronic medical records system for inmates, and the purchase of a state-of-art full body x-ray scanning system to prevent all forms of contraband from entering the facility. The full body scanner system will be installed and operational in early 2015. Our Corrections Bureau is called on from throughout the state by other agencies looking for our lead on effective policies and security procedures. One area of policy and training in which our Corrections Bureau clearly stands out in front, is the Prison Rape Elimination Act which was enacted into federal law as a set of national detention standards. Our detention center has always used the best practice approach in addressing this serious issue. In 2014 staff completed implementation of those standards by working diligently in shaping policy, training all staff and volunteers, educating inmates, and vigorously working to prevent any type of sexual contact, misconduct, or harassment inside of the facility. That monumental task continues constantly through ongoing training of new staff, inmates, and visitors.

Our partnership with the Department of Homeland Security through the 287g Program is going extremely well, is very effective, and has been recognized nationally as a model partnership program. Despite the current budget climate the Corrections Bureau has continually advanced, maintaining a high level of professionalism and excellence in the delivery of essential services in the field of corrections. I can assure the citizens of Frederick County that the Frederick County Adult Detention Center is a very secure, safe, clean, and efficient facility. The staff of the Corrections Bureau does an outstanding job in a sometimes difficult and challenging environment, and is dedicated to performing their duties to high standard of excellence in their profession. It is important that the general public recognize the mission of Corrections Bureau and outstanding commitment of staff.

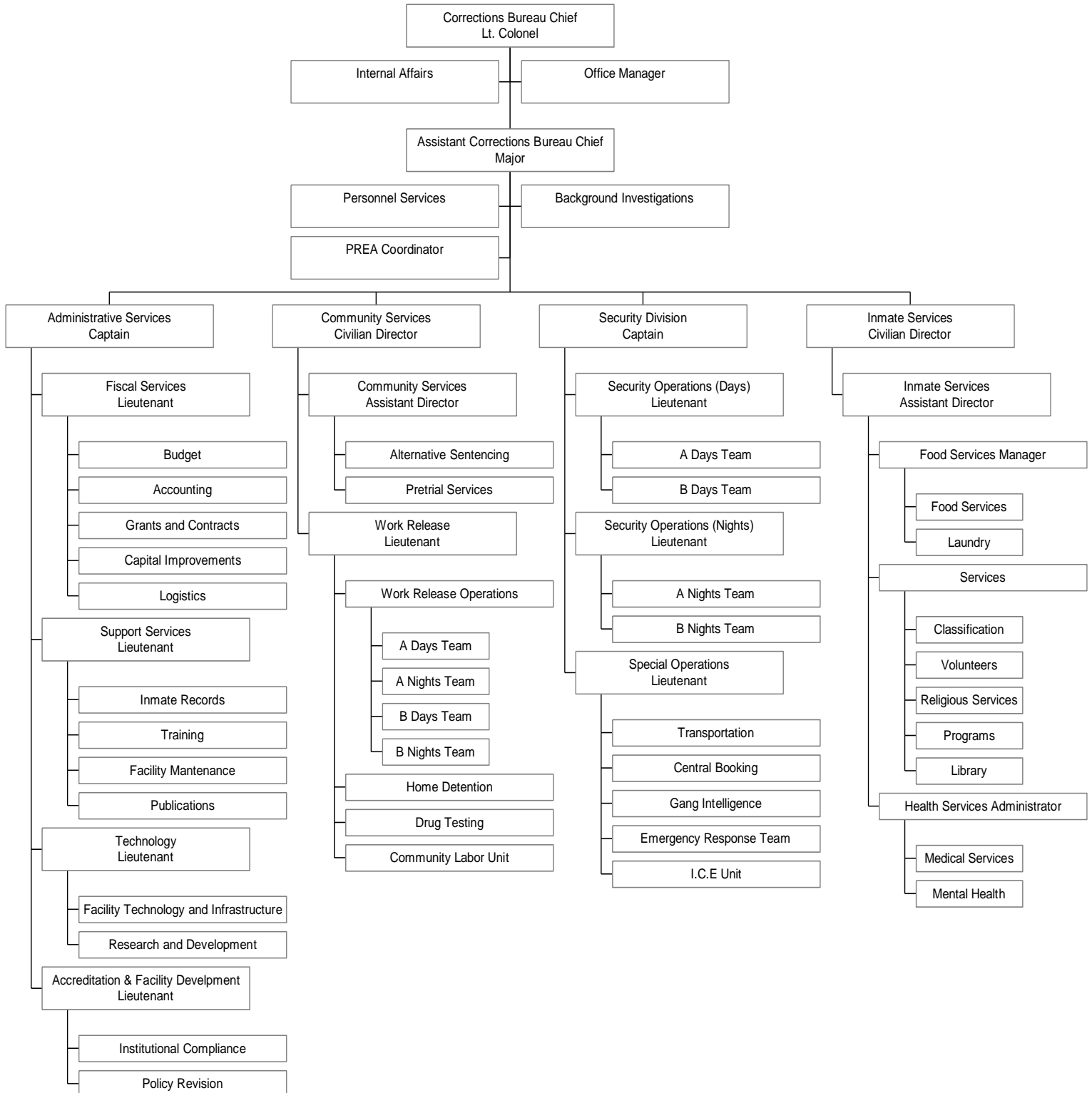


Sheriff Charles A. Jenkins  
Frederick County, Maryland

# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

### Corrections Bureau Organizational Chart



# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

### Command Staff

#### **Corrections Bureau Chief**

The Frederick County Sheriff's Office – Corrections Bureau is commanded by Lieutenant Colonel William V. DeLauter, Corrections Bureau Chief. Lt. Col. DeLauter was promoted to Corrections Bureau Chief on May 8, 2010. He began his career at the Frederick County Adult Detention Center on March 28, 1985.



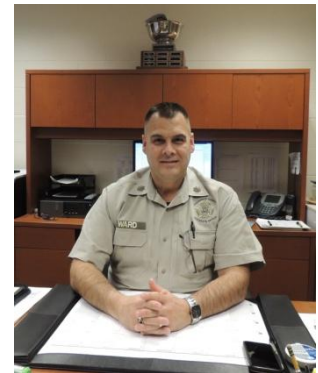
Courtesy of the FNP

#### **Internal Affairs and Institutional Intelligence**

The Frederick County Adult Detention Center is assigned one (1) full-time patrol sergeant to conduct internal reviews of complaints against staff and to collect intelligence from the inmate population. This position has a close relationship with all area police agencies and with the Frederick County State's Attorney's Office. This position reports directly to the Corrections Bureau Chief.

#### **Assistant Corrections Bureau Chief**

The Assistant Corrections Bureau Chief reports directly to the Corrections Bureau Chief and is responsible for overseeing the four (4) divisions within the Corrections Bureau. This position is commanded by Major David W. Ward. Major Ward began his career with the Frederick County Adult Detention Center on October 9, 1990.



#### **Personnel Services**

Personnel Services is supervised by the Assistant Corrections Bureau Chief. The Personnel Assistant is responsible for the management of personnel services, recruiting, workers' compensation issues, staff development, and leave issues (FMLA, Sick Leave Donors, etc).

#### **Backgrounds**

A Correctional Corporal handles all background investigations, which are conducted in accordance with Maryland law. All applicants must successfully complete a pre-employment background investigation and polygraph examination. Criminal and motor vehicle records checks are also performed as well as municipal, local, and state law enforcement agency records.

#### **PREA Coordinator**

The PREA (Prison Rape Elimination Act) Coordinator is a new position mandated by Federal Law for all jails and prisons in the country. This position coordinates the elimination of rape and sexual assaults of the inmate population in the Frederick County Adult Detention Center.



# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

### Administrative Division

The Administrative Division is supervised by Captain Timothy Selin, Director of Administrative Services, who was promoted to this position in May of 2013. This position oversees four Lieutenants and each of their sections.

#### SUPPORT SERVICES

Lt. Steve Jamison, Commander of Support Services is responsible for the daily management and monitoring of Facility Maintenance, Inmate Records, Publications, Training, and acts as a liaison to the County Maintenance Technicians.

#### **Facility Maintenance**

The Frederick County Adult Detention Center is assigned three (3) full-time Maintenance Technicians from the County's Maintenance Department. Duties include, but are not limited to, replacement/repair of electrical systems, heating and air conditioning, cameras, kitchen equipment, gas fired boilers, and back-up generators.

#### **Inmate Records**

The area of Inmate Records is assigned a Records Manager and one Administrative Specialist who perform a wide range of duties. They manage all aspects of the inmate base files. Duties include inmate base record management, and preparation of correspondence to the courts and other law enforcement/correctional jurisdictions. Additionally, inmate base files are digitally archived and maintained under strict guidelines in accordance with the Maryland Commission on Correctional Standards.



#### **Training and Staff Development**

The Maryland Police & Correctional Training Commissions requires attendance in our Maryland Correctional Training Commission approved academy within one (1) year of appointment to the position of Correctional Officer or Support Staff. Correctional Officers are required to receive a minimum of 200 hours of training and Support Staff require a minimum of 120 hours of training their first year. The Corrections Bureau runs its own state certified Corrections Academy.

#### **Publications Management**

The printing of all in-house manuals, forms, and handouts are handled through Support Services.

#### ACCREDITATION AND COMPLIANCE

Lt. Robert Moreland, Commander of Accreditation is responsible for all audits and the Compliance/Disciplinary Sergeant. The Frederick County Sheriff's Office - Corrections Bureau is governed by local, state, and federal laws. Compliance with these regulations is crucial to the success and operating effectiveness of our facility. In 2012 we were audited by the Maryland Commission on Correctional Standards (MCCS) and received a 100% compliance rating. This



# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

was the first audit where all documents were digitally archived and reviewed by the auditors via laptops.

### **Compliance/Disciplinary Section**

A Sergeant is responsible for monitoring compliance with standards issues, review of all incident reports, management and accountability of security hardware, and inmate disciplinary action. Disciplinary hearings are the primary instrument where rules and regulations of the facility are maintained and enforced. Correctional staff prepare incident reports for a variety of reasons to document various actions, situations, and information. The Compliance Section compiles statistical data on all incident reports prepared by staff.

### **TECHNOLOGY**

Lt. Joseph Chrisp, Commander of Technology oversees all technologies within the Corrections Bureau. This includes computers and printers, video surveillance equipment, inmate telephone system, computerized inmate management system, digital archiving of records, creating and editing electronic forms, electronic door control and the Detention Center's website to name a few items.

### **FISCAL SERVICES**

Lt. Jennifer Swope, Commander of Fiscal Services is responsible for the daily operations of the Accounting/Procurement Office to include purchasing and procurement, grant monitoring, budget, inmate accounts, and logistical management including facility and County property.



Courtesy of the FNP

### **Accounting/Procurement**

An Accounts Office Manager and an Accounts Administrative Specialist comprise the Accounting/Procurement Office of the Fiscal Services Section. Personnel in this section are responsible for the management of all funds and accounts within the Corrections Bureau. This includes procurement, all inmate funds, Work Release payroll processing, medical billing, and the Inmate Canteen Fund.

### **Logistical Operations**

A Corporal staffs the Logistical Operations Section of the Administrative Services Division. He performs a wide variety of services and duties to include: warehouse operations, delivery of consumable and staple items, accountability/issuance of staff uniforms, and supervision of contracted commissary vendor operations.

# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

### Security Division

The Security Division is supervised by the Captain Steve Snow, Director of Security. This division provides overall security, custody, and confinement of all incarcerated persons remanded to the custody of the Detention Center by the judicial system. The division is organized into three primary units: Security Operations/Day Shifts, Security Operations/Night Shifts, and the Special Operations Unit.

#### **SECURITY OPERATIONS**

The Security Operations Unit, probably the most important unit within the Corrections Bureau, is comprised of four independent teams that work 12-hour rotating shifts. Two Lieutenants (Lt. Alan Morrison and Lt. Charles Clarke) command two of the Security Operations Shifts that provide 24-hour security coverage of the Detention Center and the Central Booking Unit. Correctional Officers are charged with the general security, custody, and control of the inmate population and physical plant. The duties performed by the uniformed staff of the Security Division are varied and vital to the maintenance of a safe and secure environment for the incarcerated persons remanded to our custody and to all Detention Center personnel. The Correctional Officer of today must respond to duties that span the spectrum, from counselor to policeman to medical first responder. Today's Correctional Officer is an expertly trained, self-motivated, well educated, and responsible individual in an extremely demanding and challenging profession.



#### **SPECIAL OPERATIONS**

The Special Operations Unit is commanded by Lieutenant Michael Cronise and is comprised of the Transportation Unit, the ICE Unit, Emergency Response Team, and Central Booking. Additionally, this Lieutenant is responsible for any other special operations that might occur.

#### **Transportation Unit**

The Transportation Unit is responsible for transporting all adult prisoners to and from local and out-of-county courts, medical appointments, and evaluations within the State of Maryland. This unit is also responsible for transporting juveniles that have been court-ordered to a juvenile facility within the State of Maryland. The Frederick County Sheriff's Office - Corrections Bureau has a fleet of eleven vehicles. In 2013 the Corrections Bureau received a new transport



Courtesy of FNP

# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

van with three separate compartments to transport inmates.

### Central Booking Unit

Another major area within the Special Operations Unit is Central Booking, which officially opened for operation in October of 1996. Central Booking is an integral part of law enforcement processing in Frederick County. Police agencies using the Central Booking Unit include the Frederick County Sheriff's Office, Brunswick City Police, Thurmont City Police, Maryland State Police, Frederick Police Department, Department of Natural Resources Police, and State Fire Marshal's Office. The processing of an arrestee, with the exception of receiving the positive identification, is usually completed before the police officer has finished the law enforcement component of the process. This translates directly to a speedier return of police to police duties.

### Immigration (I.C.E.)



The Frederick County Sheriff's Office and the Department of Homeland Security, Immigration and Customs Enforcement have partnered to enhance the safety and security of Frederick County through

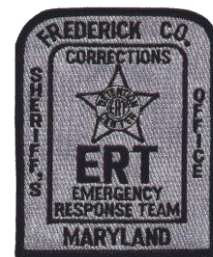
local enforcement of Federal Immigration Law. The Frederick County Sheriff's Office participates in two separate I.C.E. programs. They are the IGSA (Inter Governmental Service Agreement) which started July 12, 2007 and the 287(g) program which started April 11, 2008.



Courtesy of the Gazette.net

### Emergency Response Team

The Corrections Bureau has staff that is trained in special weapons and tactics. This unit is utilized during occasions for crowd control, high risk inmate movement, cell extractions, and other specialized situations.



### Video Bond Review System

The Corrections Bureau utilizes a video system designed for conducting court bond hearings, bond reviews, and extradition hearings. This video system is between the courts and the Detention Center. The system allows the hearings to occur without the offender ever leaving the Detention Center. Utilizing this system eliminates the security risk associated with transport and diminishes the cost of transport.

# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

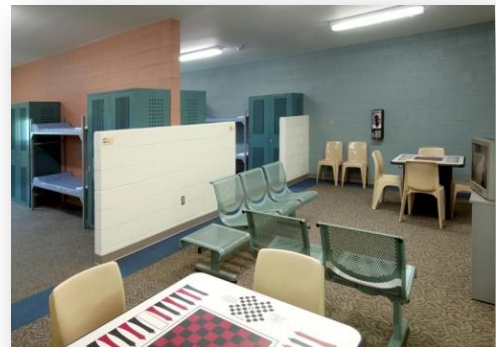
## 2014 Annual Report

### Community Services Division

The Community Services Division is supervised by Mrs. Theresa Benner, Director of Community Services and provides the following legislatively mandated programs that offer sentencing alternatives to the courts: Work Release, Home Detention, Alternative Sentencing and Pretrial Services. These programs are cost effective and well managed alternatives to incarceration that offer an extreme benefit to the Criminal Justice System, the offender and citizens of Frederick County.

#### **WORK RELEASE PROGRAM**

The Work Release Program began its operation in 1989. The program is a structured drug and alcohol free operation with a “zero tolerance” approach for substance abuse. The basic concept of the Work Release Program is to allow offenders, who are employed at the time of sentencing, to maintain their jobs in the community, pay program costs and continue to lend financial support to the family. The participants must provide their own transportation to and from employment and are held accountable for maintaining total compliance to program guidelines.



#### **HOME DETENTION PROGRAM**

The Home Detention Program was staffed by a Corporal and one Correctional Officer/Community Monitor. The Home Detention Program began in 1991. This is a program that is based on intensive supervision through use of Global Positioning Satellites (GPS). The inmate is mandated to wear an ankle bracelet and a GPS tracker at all times. Participants on the program are also required to maintain employment and pay a supervision fee. The offender has alcohol testing in the home and is required to report randomly to the Work Release Center for programs and random drug testing.

#### **PRETRIAL SERVICES PROGRAM**

Two Correctional Classification Specialists supervise defendants that are court ordered to participate in the Pretrial Services Program. In 1993, the Frederick County Sheriff's Office, through legislation, was authorized to establish and direct a Pretrial Release Program. The basic concept of the Pretrial Services Program is to release eligible defendants awaiting trial from the Frederick County Adult Detention Center while ensuring a high rate of court appearance. The program focuses on monitoring non-violent offenders in the community. This offsets the cost of their incarceration for Frederick County taxpayers, while minimizing the risk of safety to the community.

#### **DRUG AND ALCOHOL MONITORING**

The Work Release Program has a certified on-site drug testing system that allows for immediate test results in determining substance abuse. It is the policy of the Frederick County Sheriff's



# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

Office to maintain substance free programs. Participants on Work Release, Home Detention and Pretrial Services are tested on a random basis

### **ALTERNATIVE SENTENCING PROGRAM**

The program began operation in 1982 as part of the Frederick County Sheriff's Office. The Alternative Sentencing Program is supervised by Assistant Director of Community Services Melinda Grenier. The program provides the judiciary a sentencing option to order nonviolent offenders to perform court-ordered community service hours in lieu of a jail sentence or high court costs. Community service hours are performed at worksites that meet criteria established in the enabling legislation. The Alternative Sentencing Program utilizes over 90 different worksites to include local, county and state agencies, churches, fire companies and many other non-profit organizations.

### **The PADDD Program**

The PADDD (Positive Alternatives to Dangerous and Destructive Decisions) program was established in 2007. The 3-hour program is a collaboration of speakers from the medical field, recovered trauma patients, families and law enforcement/EMS personnel. The program is an educational tool offering defendants an opportunity to lessen the number of points placed on their license as a result of traffic related charges.

### **3<sup>rd</sup> Millennium**

In 2008, the Alternative Sentencing Program began managing the community service component for the Frederick County Drug Court and the 3<sup>rd</sup> Millennium Classroom program was also established. The Alternative Sentencing Program manages court ordered referrals in the completion of an on-line educational class designed for misdemeanor drug and alcohol offenders. Defendants in all programs are required to pay an administrative fee to the agency to offset the cost of the program.

### **COMMUNITY LABOR UNIT/INMATE LABOR PROGRAM**

The Community Labor Unit offers free labor to local and state government agencies, churches, fire companies and many other non-profit organizations. The work crew is made up of work release authorized inmates and defendants that are court ordered and managed by the Alternative Sentencing Program. Examples of work performed include daily cleaning of the Visitation Area and District Court Commissioners Offices at the Detention Center, collection and removal of recyclable paper, grounds maintenance and special projects. This unit also completes special projects for agencies and non-profit organizations within Frederick County.



# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

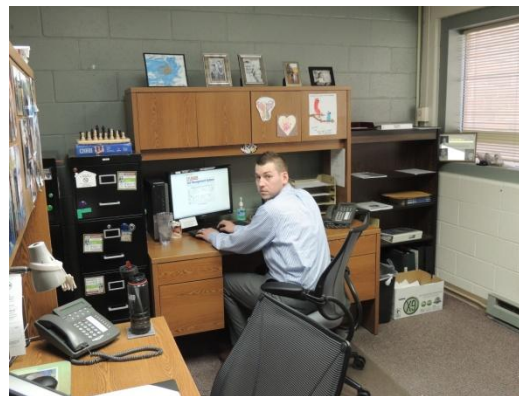
### Inmate Services Division

The Inmate Services Division is supervised by Ms. Lori Frazee, Director of Inmate Services and is accountable for all programs and services available to the inmate population. This includes classification, food, laundry services, medical services, mental health services, substance abuse programs, library services, GED programs, and religious programs. During 2014 the Assistant Director of Inmate Services was transferred under the Assistant Corrections Bureau Chief as the Prison Rape Elimination Act (P.R.E.A.) Coordinator.

The Director of Inmate Services personally responds to all inmate grievance issues, organizes bi-monthly inmate council meetings, and handles issues with program and contractual staff. In addition to supervising the Correctional Classification Specialists, the Director also supervises social work interns from local colleges. Volunteer orientations and volunteer management is also a component of the Inmate Services Division.

#### CLASSIFICATION

Classification Specialists handle the daily tasks such as new offender intakes, release dates, housing assignments, work assignments, program assignments, release preparation, inmate request slips, referrals, housing unit management and inmate classification. The Classification Specialists are also responsible for sex offender registration, victim notification, DNA collection, detainers and extraditions, transferring inmates to the Maryland Division of Corrections, and act as a liaison to a variety of public agencies.



#### FOOD AND LAUNDRY SERVICES

Food and Laundry Services are operated and maintained by Detention Center staff. The Food Services Manager, who is a Registered Dietitian, oversees all kitchen and laundry operations. A Dietary Supervisor and cooks assist the Food Services Manager. There are also approximately 26 inmate kitchen workers and six (6) inmate laundry workers. The inmates assist with food preparation, food storage, and meal service. All inmate kitchen workers are required to attend monthly training on various topics taught by the food service staff and are to abide by all Frederick County Health Department regulations. The kitchen at the Frederick County Adult Detention Center also prepares meals for the Meals on Wheels Program.

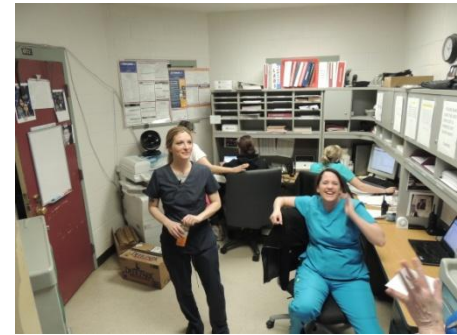
#### MEDICAL SERVICES

Medical Services are contracted out to Correct Care Solutions who purchased ConMed Inc in 2014. The Frederick County Adult Detention Center is accredited by the National Commission on Correctional Health Care. The medical unit has nursing staff on duty 24 hours a day/seven days a week, and a licensed physician or physician's assistant is on-call and visits the facility at

# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

least 4-5 times a week to see inmates. Inmates receive appropriate in-house care and may be referred to outside providers for specialized care. Dental and radiological services are provided at the Detention Center. Inmates are required by state law to pay \$4.00 per medical visit and \$4.00 for each prescribed medication. Dental services are also provided for a \$4.00 charge. If the inmate has no funds, they still receive the services and medications, and their account is charged for them to pay at a later time.



### **MENTAL HEALTH SERVICES**

Mental health services are provided through an agreement with Correct Care Solutions. Correct Care Solutions provides on-site credentialed personnel to provide psychiatric treatment and case management services to mentally ill offenders at the Frederick County Adult Detention Center. Licensed social workers, licensed professional counselors, psychiatrists, and a psychologist provide direct services.

It is important to note that with all of our mental health services, community and other agency support is paramount to the provision of services and the continuation of services once an inmate is released from the Detention Center. The cooperation among County agencies and other support systems in Frederick County is exceptional.

### **SUBSTANCE ABUSE PROGRAMS**

Substance abuse programs are provided through the Frederick County Health Department. Funding sources are a combination of county, state, and federal grant programs. Substance abuse counselors are on-site at the Detention Center, Monday through Friday to provide drug and alcohol treatment and education to both men and women. The primary focus of the Detention Center's program is increasing awareness and personal responsibility in the recovery of our participants. Strong emphasis is placed on relapse prevention and following through with treatment recommendations upon release.

### **LIBRARY SERVICES**

Library services are provided through the Frederick County Public Library System. The Inmate Canteen Account provides the funding for supplies, books, and resource materials. There is currently one full-time Librarian assigned to the Detention Center. A wide range of books and materials are available for the inmates use, including legal reference materials, fiction, non-fiction, self-help, magazines, and current local and regional newspapers. The Librarians are able to assist inmates with research and are available to assist those in need of enhancing their literacy skills. Computers are provided without Internet access for inmates desiring to write letters, make cards, or to prepare information relevant to their individual court cases.

### **RELIGIOUS PROGRAMS**

Currently the Frederick County Adult Detention Center utilizes volunteer chaplains and other religious volunteers to provide services to the inmate population. Such services include bible studies, church services, and individual pastoral counseling.



# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

### 2014 Staff Recognition

**Correctional Officer of the Year:** Cfc. Phyllis Presley

**Correctional Employee of the Year:** Kelly Maze

**Instructors of the Year:** Cfc. Carlson and Cpl. Virgil Swope

#### **Staff Promotions:**

Barnhart, Deborah  
Bangh, Jason  
Carlson, Brian  
Lewis, Anthony  
Deppen, Brian  
Kline, Wesley  
Klunk, Chad  
Mummert, Danielle  
Rizoulis, Anthony  
Thomas, Nicholas  
Fritz, Robert  
Wilson, Grant

#### **Previous Rank**

Corporal  
Correctional Officer II  
Correctional Officer II  
Correctional Officer II  
Correctional Officer I  
Correctional Officer I  
Correctional Officer I  
Correctional Officer I  
Correctional Officer I  
Correctional Officer I  
Correctional Officer I  
Correctional Officer II  
Correctional Officer II

#### **New Rank**

Sergeant  
Corporal  
Corporal  
Corporal  
Correctional Officer II  
Correctional Officer II  
Correctional Officer II  
Correctional Officer II  
Correctional Officer II  
Correctional Officer II  
Correctional Officer II  
Classification Specialist I  
Classification Specialist I

#### **Staff Retirement:**

Sgt. William Rohrbaugh

Retired with 24 years of service.

#### **2014 Staff Hired:**

Barnard, Ronnie  
Borchart, John  
El-Shafey, James  
Fox, Richard  
Gross, Wesley  
Larrick, Benjamin  
Little, Shawn  
McClelland, Jacob  
Miller, Larry A. Jr.  
Monroe, Christopher  
Smith, Ramar  
Stuhler, Jeremy  
Thrasher, Amin  
Zacharias, Joanne  
Curley, Travis  
Quesenberry, Teresa

Correctional Officer  
Correctional Officer  
Correctional Officer  
Correctional Officer  
Correctional Officer  
Correctional Officer  
Correctional Officer  
Correctional Officer  
Correctional Officer  
Correctional Officer  
Correctional Officer  
Correctional Officer  
Correctional Officer  
Dietary Manager  
Cook  
Cook



# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

### **New I.C.E. Officers:**

Cfc. Matthew Baker  
Cfc. Zachary Honeycutt  
Cfc. Vincent Jones

### **Youthful Offender Program - Certificate of Appreciation**

Major David Ward  
Captain Steve Snow  
Sgt. Lucas Petrill  
Sgt. Michael Flowers  
Cpl. Dean Green  
Cpl. Virgil Swope  
Cfc. William Albrecht  
Cfc Phyllis Presley  
Cfc. Tara Buterbaugh  
Cfc. Dana Green  
Cfc. Christopher Davis  
Lyndsay Nave  
Tyra White



# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

### Physical Plant

#### Physical Plant Construction

Detention Center	Opened	October 1984
Work Release	Opened	July 1989
Phase I Construction	Remodeled Kitchen, Medical Unit, Warehouse Space, Administrative Area, and an additional 112 Beds	August 1996
Phase II Construction	Expanded Intake Unit, Central Booking Unit, Support Services	August 1997
Phase III Construction	New 128-bed Work Release Facility opened.	June 2005
Phase IIIa Construction	Renovation of Administrative Areas	December 2007

#### Program Enhancements

Electronic Monitoring	Initiated	April 1992
Certified 8 Week Correctional Entry Level Academy	Initiated	September 1994
Pretrial Release Program	Initiated	March 1995
Alternative Sentencing Supervised Work Crews		1995
Closed Circuit Bond Review	Initiated	1995
Central Booking	Initiated	October 1996
Certified 1 Week Field Training Officer Program		November 1996
Control Center Upgrade	Completed	November 2004

#### Facility Bed Capacity

General Population Beds	328	
Special Units (Intake, Medical, and Segregation)	77	
Work Release Beds	128	
Total Beds	533	
Total Facility Cells	203	(186 Double Bunked)
Home Detention	40	

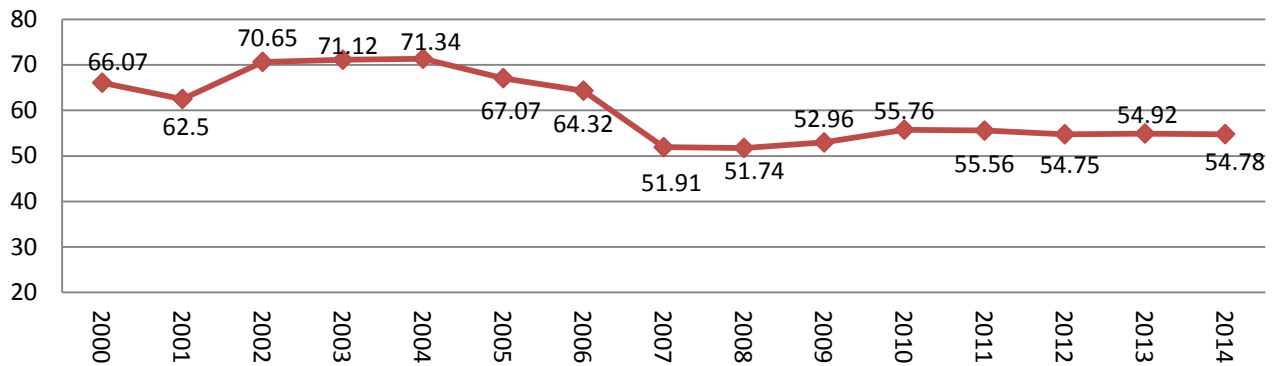
# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

### Statistics

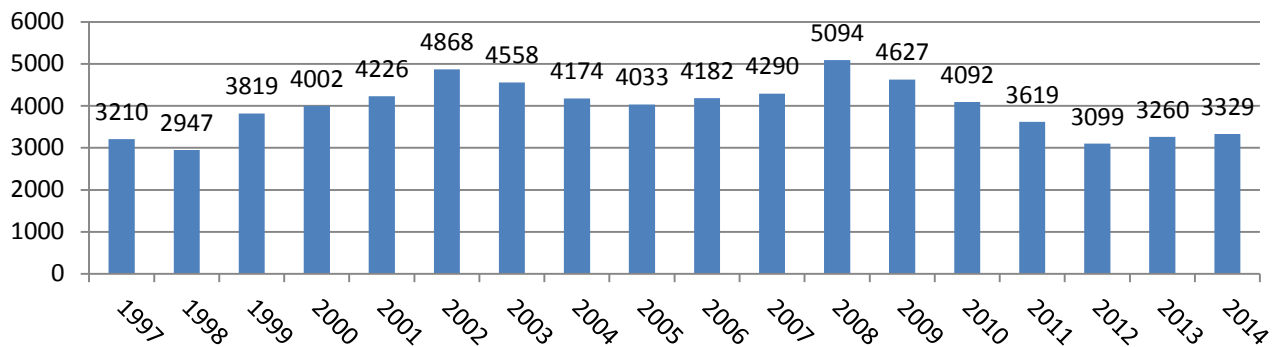
#### Population

##### Recidivism Rate



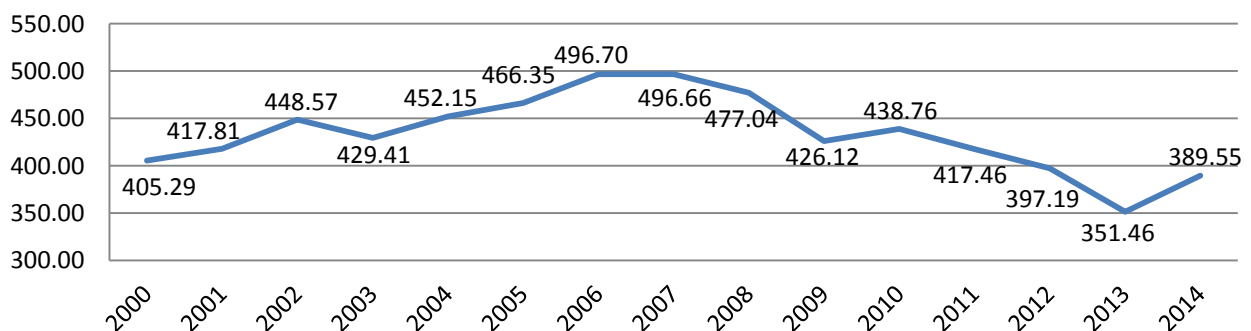
##### Intakes

(Jail, Weekenders, Home Detention, and Work Release)



##### Average Daily Population

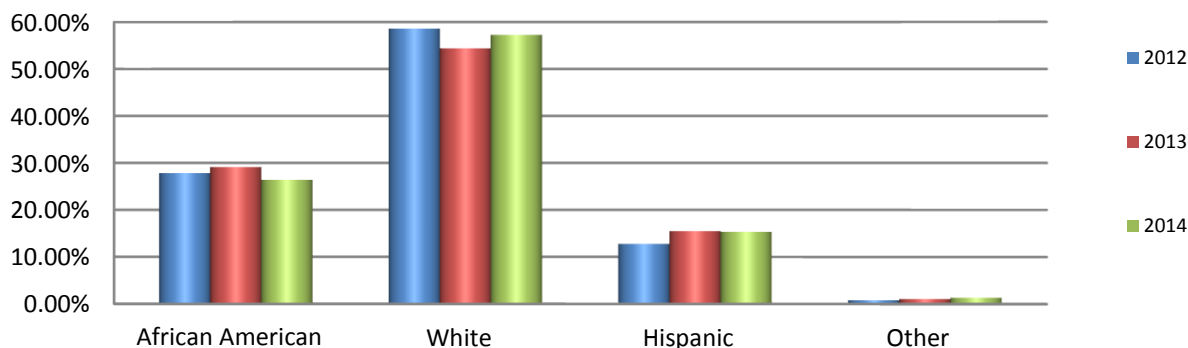
(General Population, Weekenders, and Work Release)



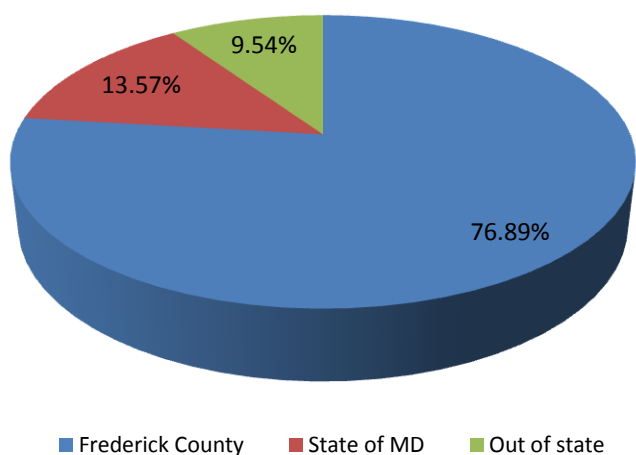
# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

### Race of Prisoners



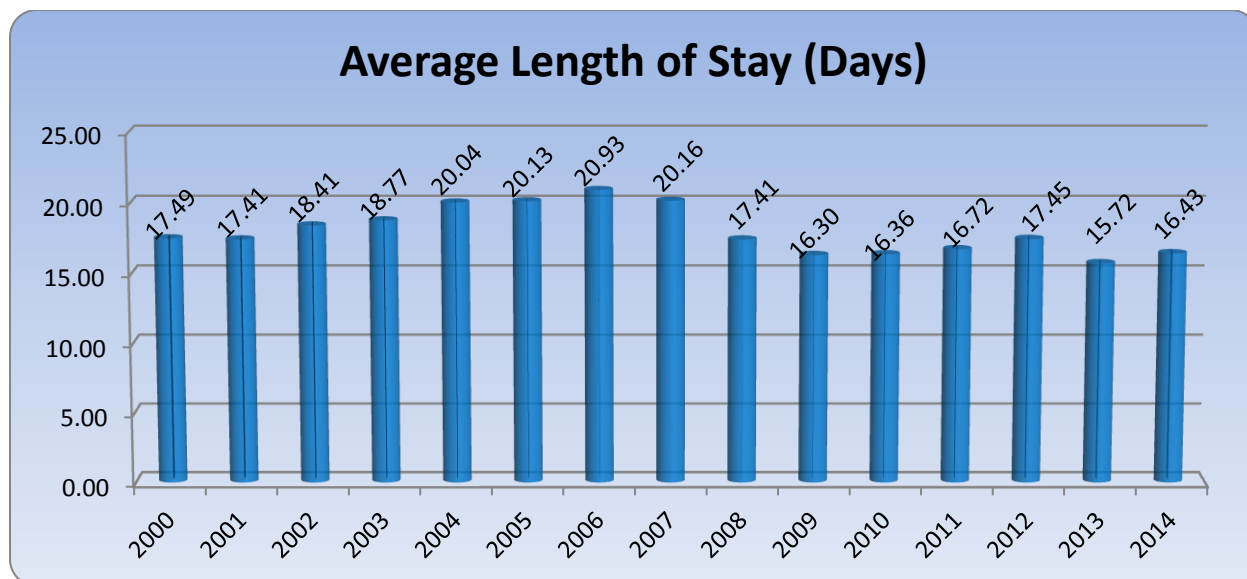
### 2014 Inmate Residency at Intake



Top 10 Charges for 2014		#
VIOLATION OF PROBATION		547
DWI		523
ASSAULT-SEC. DEGREE		483
ICE - IGSA ONLY		450
DRIVING WHILE SUSPENDED		424
CDS: POSSESS-NOT MARIHUANA		405
FAILURE TO APPEAR		306
THEFT LESS \$1000		258
DRIVING MOTOR VEH ON HWY W/O REG LICENSE		221
CDS POSS W/INT TO DIST		128

# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report



### Video Bond Review

#### Video Bond Review Hearings

Males 919  
Females 191  
Extraditions 76

#### Video Bond Review Releases

Males 83  
Females 31

### Central Booking

#### Arrests Processed in Central Booking by Police Agencies in Frederick County

	FCSO	FPD	MSP	Thurmont	Brunswick	Other	Total
TOTAL	1,503	1,616	396	47	65	7	3,607

**63.39%**

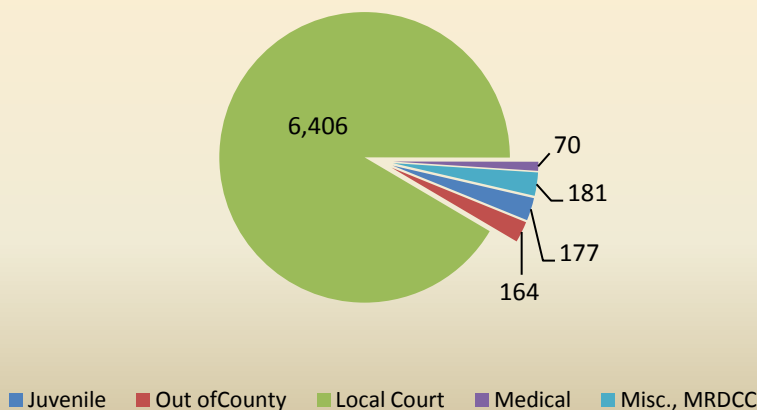
Average Number of people committed to the Detention Center after being arrested and taken to Central Booking.

# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

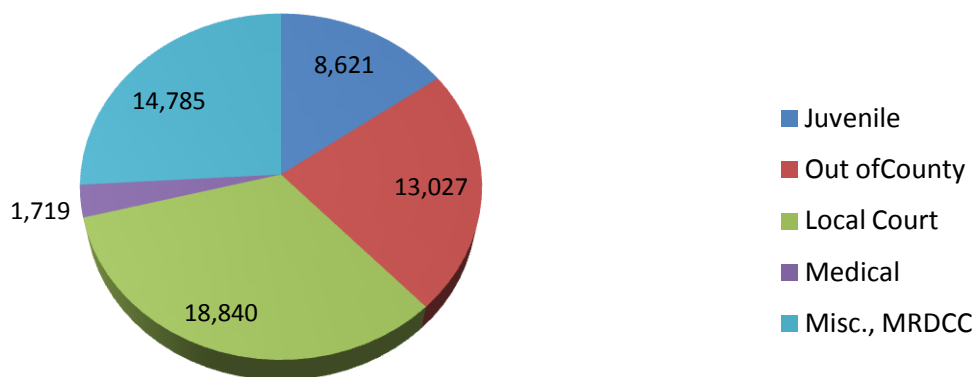
## 2014 Annual Report

### Transportation

#### Inmates Transported in 2014



#### 2014 Transportation Mileage



#### P.R.E.A. (Prison Rape Elimination Act)

Number of P.R.E.A. Investigations	27
Number of Reports Unsubstantiated	11
Number of Reports Unfounded	7
Number of Reports Substantiated	7
Number of Reports from Assaults in the Community	2



# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

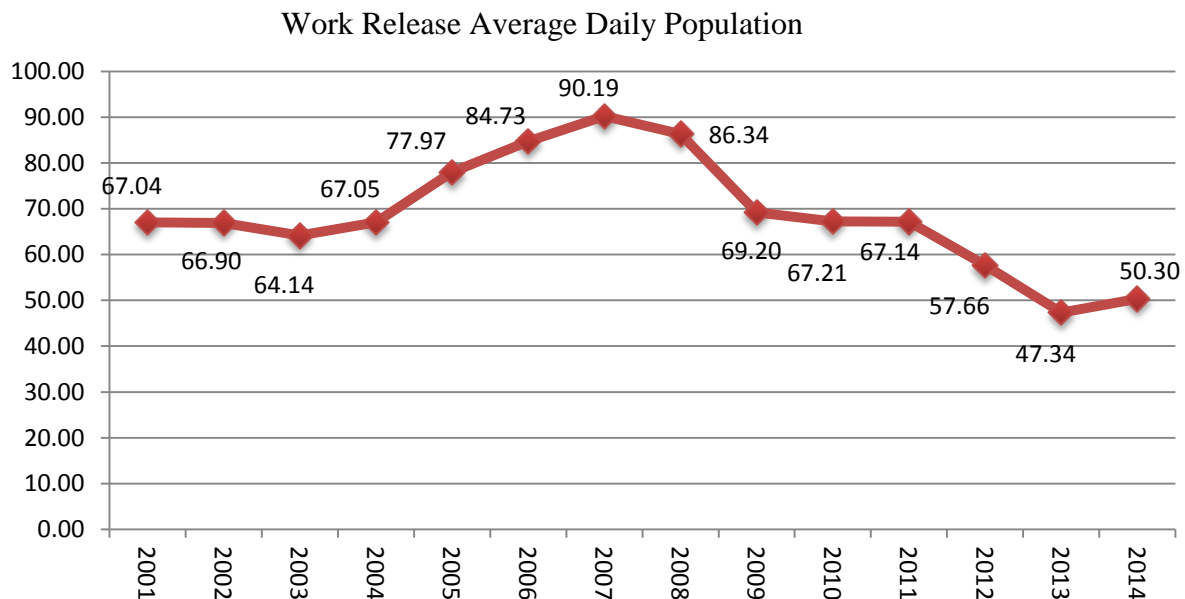
## 2014 Annual Report

### Pretrial Services

Cost savings to Frederick County by releasing inmates and supervising them until trial in 2014 was \$2,112,250.14.

Average number of people supervised a month was **72.18**.

### Work Release



### Alternative Sentencing

2014 Total Intakes from the Courts	808	Age Range	17-74
2014 Average Active Caseload	272.75	Intakes in PADDD Program	157
# Completed Community Service Hours	569	Intakes in 3 <sup>rd</sup> Millennium	377
# Dismissed from the program	183		

### Home Detention

Number of Intakes	16	Average Number on Home Detention	2.88
-------------------	----	----------------------------------	------

### Inmate Labor Program

Number of Participants	126
Number of Days Worked	4,911
Number of Hours Worked	29,191
Total Cost Savings	\$242,149

# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

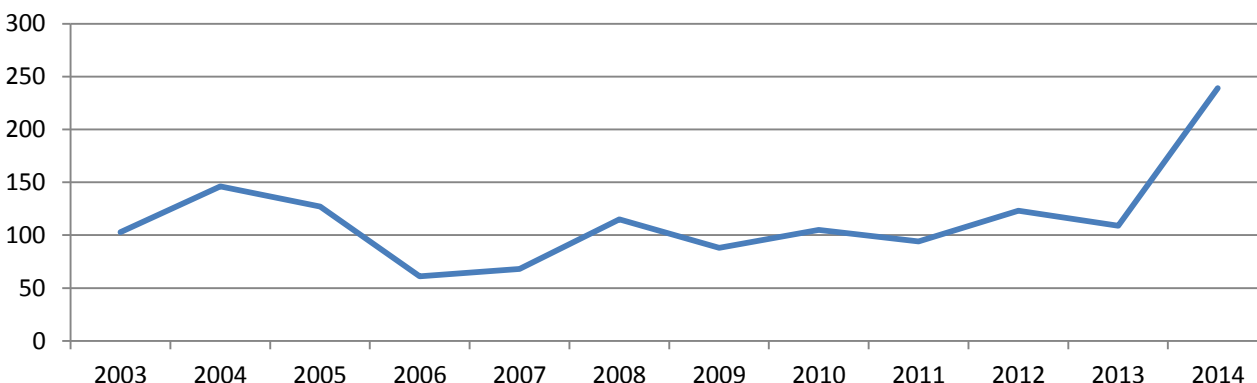
## 2014 Annual Report

### Inmate Services

Number of Criminal History checks completed	1,111
Number of Inmate grievances received	253
Number of Inmate grievances resolved	253
Number of housing moves reviewed	1,891
Number of inmates paroled	25
Number of Offenders housed under the age of 18	9
Number of volunteer visits in 2013	1,073
Number of hours volunteers visited	1,458.25

### Inmate Grievances

#### Total Grievances Filed by Inmates



Number resolved at the Coordinator Level	233
Number resolved at the Director Level	4
Number resolved at the Assistant/Bureau Chief Level	2

### Inmate Programs

Number of Males attended Religious Services	3,744
Number of Females attended Religious Services	2,035
Number attended AA	854
Number attended Celebrate Recovery	194
Number attended Parenting Classes	453
Number attending Al-Anon (Females)	80
Number of Participants in Project 103	134
Number Completed Project 103	76
Number of Project 103 hours in group	1,150

# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

### Medical Services

Hospital Admissions/# of inpatient days	14/51
Outside Consultations	63
Emergency Room Visits	36
Outside X-rays	2
In-house X-rays	522
In-house EKGs	63
Inmates seen by Physician	1,376
Inmates seen by Dentist	248
Inmates seen by Optometrist	0
<u>Inmates seen by Staff:</u>	
A. Screens (Officers)	3,686
B. Nurse Sick Call	3,940
C. History/Physicals	1,196
D. NP/PA	2,311
Number of Positive PPDs	16
CXR and/or Treatment	465
Number of STDs	14
<u>HIV Tests</u>	
A. Number Tested	21
B. Number of Positive HIVs	0
Infirmiry Admissions	439
Infirmiry Total Inpatient Days	2,523
<u>On-Site Specialty Clinics:</u>	
A. Hypertensive/Cardiac	182
B. Seizure Disorder	13
C. Diabetes	41
D. Pulmonary	37
E. Immunity	23
Inmates Screened for Reading Glasses	97
Treatments	4,748
Finger sticks	2,569
Emergency Visits to Medical	807
Vital Signs	7,106
MRSA	1
Deaths	0
Rec Injuries (Requiring Transport)	3



# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

### Mental Health

Number of Inmates placed on Suicide Watch	135
Number of Inmates placed on Close Watch	141
Number of Inmates on watch over 2 weeks	2
Number of Psychiatrist Visits	1,162
Number of Mental Health Professional visits	1,248
Number of Case Manager visits	1,024

### Food Services

Inmate Meals Served	444,176
Cost to feed an Inmate per Day	\$6.20
Meals on Wheels	23,496

### Fees Collected

#### Fees paid by the Inmates in 2014

Work Release Room and Board fees collected:	\$158,439
Home Detention Fees collected:	\$17,074
Alternative Sentencing Fees Collected:	\$27,400
Fees collected from P.A.D.D.D:	\$4,560
Fees collected from 3 <sup>rd</sup> Millennium:	\$6,760
Fees charged for Medications:	\$11,938
Fees charged for Inmate Medical Visit:	\$5,494
Circuit Court Fines	\$310
Child Support	\$4,785
Victim Restitution Payments	\$6,244

### Officer Duties

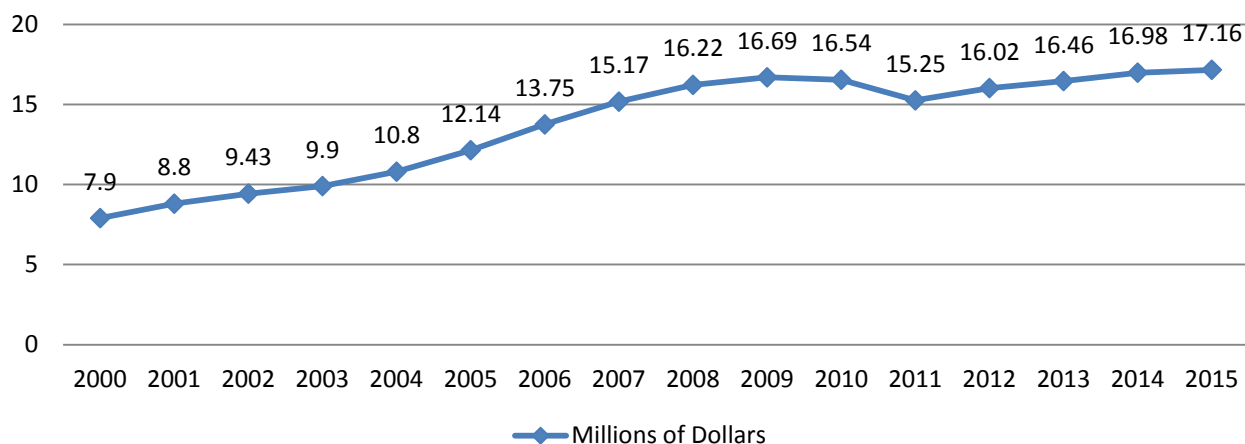
Task	Number
Writing In-depth Incident Reports	3,037
Conduct Inmate Counts	2,190
Uses of Force	71
Use of the Restraint Chair	36
Jail Log Entries	730,901
Inmate Disciplinary Hearings	356
Supervising Inmate Recreation Sessions	1,560
Routine Facility Shakedowns	244
Security Inspections	52

# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

### Budget

#### Fiscal Year Corrections Budget



### Training

#### 2014 Training Hours

	Approved In-Service	Advanced Training	Orientation Programs	Academy Programs	Other (Roll Call, Briefing)
Corrections Bureau	6,695.00	3,014.00	2,250.00	3,600.00	670.00
Other Agencies	0.00	0.00	0.00	1,440.00	0.00
<b>TOTAL:</b>	<b>6,695.00</b>	<b>3,014.00</b>	<b>2,250.00</b>	<b>5,040.00</b>	<b>670.00</b>

In total, the Frederick County Sheriff's Office - Corrections Bureau provided a total of 17,669.00 hours of training during the 2014 calendar year.

### Immigration

#### Country of Citizenship of those rolled over to 287g

IGSA Intakes	461	El Salvador	42.5%	Kenya	2.5%
IGSA Releases	370	Guatemala	21.3%	Liberia	1.3%
287g Rollovers	52	Honduras	10.0%	Uganda	1.3%
IGSA Bond Outs	119	Mexico	10.0%	Bulgaria	1.3%

### Inmate Records

Number of inmate sentences calculated	788
Number of DNA Referrals	52
Number of Expungements	287
Number of Release Book Updates	606

# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

### Facility Audits and Inspections

#### Maryland Commission on Correctional Standards

1983 to present

Life, Safety, Health Issues



#### Maryland Correctional Training Commissions Regulations

Correctional Officer Entrance Academy - 10 Weeks

Counseling Staff/Cooks - 5 Weeks

Annual In-Service Training - 18.0 Hours

C.P.R./ First Aid or Maryland First Responder Training

Supervisor Training Program - 1 Week

Instructor Training Program - 1 Week

Administrator Training Program - 2 Weeks



#### National Commission on Correctional Health Care

1983 to Present

Medical Care/Programs (Doctors, Dentist, Mental Health Issues)



#### National Institute of Corrections

Regional Training Site



#### Immigration and Customs Enforcement

287g Program

IGSA Program

Annual Audits to ensure compliance with Federal Standards



#### Inspection/Audits

Grand Jury (bi-annually)

Maryland Commission on Correctional Standards (MCCS)

National Commission on Correctional Health Care (NCCHC)

Frederick County Health Department (Food Service)

Maryland Occupational Safety and Health (M.O.S.H.)

Frederick County Fire Marshal

Maryland Police and Correctional Training Commission (MPCTC)

Maryland Division of Corrections (Records)

State Criminal Alien Assistance Program (SCAAP)

Immigration and Customs Enforcement (I.C.E.)

Fire Safety Equipment (Sprinklers, Fire/Smoke Detectors,

Fire Suppression equipment)

Three Year Cycle

Two Year Cycle

Annually

Two Year Cycle

Annually

Annually

Annually

Annually

Annually

Annually

# FREDERICK COUNTY SHERIFF'S OFFICE – Corrections Bureau

## 2014 Annual Report

### Directory

#### **Detention Center Main Number 301-600-2550**

Sheriff Charles A. Jenkins, Sheriff of Frederick County	301-600-1532	110 Airport Drive East Frederick, MD, 21701
Colonel David Benjamin Chief Deputy	301-600-3618	110 Airport Drive East Frederick, MD, 21701
Lt. Colonel William V. DeLauter Corrections Bureau Chief	301-600-2555	7300 Marcie's Choice Lane Frederick, MD 21704
Major David W. Ward Assistant Corrections Bureau Chief	301-600-2802	7300 Marcie's Choice Lane Frederick, MD 21704
Captain Tim Selin, Dir. of Administrative Services	301-600-3065	7300 Marcie's Choice Lane Frederick, MD 21704
Administrative Specialist	301-600-3183	
Support Services	301-600-3068	
Technology	301-600-3142	
Accreditation	301-600-1807	
Fiscal Services	301-600-3004	
Personnel	301-600-2830	
Captain C. Steve Snow, Director of Security	301-600-3067	7300 Marcie's Choice Lane Frederick, MD 21704
Administrative Specialist	301-600-3470	
Shift Supervisor	301-600-3012	
Transportation	301-600-3020	
ICE Unit	301-600-6829	
Lori Frazee, Director of Inmate Services	301-600-2544	7300 Marcie's Choice Lane Frederick, MD 21704
Administrative Specialist	301-600-3002	
Medical Unit	301-600-3008	
Mental Health	301-600-2599	
Chaplain	301-600-3010	
Theresa Benner, Director of Community Services	301-600-1723	7281 Marcie's Choice Lane Frederick, MD 21704
Office Manager	301-600-1724	
Work Release	301-600-1727	
Home Detention	301-600-2856	
Alternative Sentencing	301-600-1928	100 West Patrick Street Frederick, MD 21701





Frederick County Adult Detention Center  
7300 Marcie's Choice Lane  
Frederick, MD 21704  
Phone: 301-600-2550

<http://www.frederickcountymd.gov/684/Adult-Detention-Center>